8.2.2 Drawing Standard Appendi x 2 – Asset Naming Convention

8.2.2.1 Space (Room) Asset Tagging

All room number inquiry should be addressed to the University's signage coordinator.

8.2.2.2 Door Asset Tagging

The door tag naming convention is

[Room Number] . [Sequential Number]   (with no spaces)

1. The Room Number identifies the room which the door belongs to.

2. The door hardware should follow the Design Standard 5.5 Doors and Hardware. The PM should coordinate with the Lockshop during the Construction Document (CD) phase.

8.2.2.3 Equipment Asset Tagging

Equipment tags are created by designers and also displayed on equipment lamacoids which are installed by contractors.

Equipment tag naming convention is (with no spaces)

[Equipment Type] - [Sequential Number]   *   (with no spaces)

1. The sequential number starts with 1 digit number. Expand the digits if needed.

2. Each equipment tag in a building should be unique. Name pumps with unique number despite different equipment type. If there are 10 different kinds of pumps, only one pump is tagged as #1, or #2, etc.

3. When a piece of equipment gets replaced, keep the same equipment tag for the new one.

4. Refer to Design Standard 5.16.26 Identification of Mechanical Systems for more details.

5. Refer to Design Standard 8.2.3 for Equipment Standard information.

* Some equipment requires room number as part of the tag. The naming convention is:

[Equipment Type] - [Room Number] - [Sequential Number]   (with no spaces)

8.2.2.4 BMS Luggage Tag

Luggage tag is the terminology that Building Management System (BMS) uses to identify physical points and equipment. Alternated equipment tag is part of the luggage tag.

[BMS Code] . [Alternated Equipment Tag   ] . [Point Code]   (with no spaces)

1. The BMS luggage tag examples in the following tables only illustrate the alternated equipment tag portion of the full tag.

2. The University assigns every structure a building code (abbreviation) https://www.ucalgary.ca/facilities/buildings-grounds/buildings. BMS code uses building code and keeps the legacy code in the system.